

Callahan Advisory Board Minutes for October 28, 2015

- I. **Call to Order:** Julie called the meeting to order at 10:03 a.m.
Present were Diane Beerline, Donna Bresee, Julie Kammer, Kristen Kinard, Kathy Korpela, Karen Kruse, and Deepa McCauley. Shirley Noreen and Karen Roney were not present.
- II. **Minutes from September 23rd 2015:** Minutes were read, discussed and approved.
- III. **Correspondence:** None.
- IV. **House Manager's Report**
 - A. *House Statistics*
 1. There were 20 events in October: 6 City, 10 Clubs, 1 revenue generating, no final walkthroughs, 3 Facility showings, and no other events. 1 event was catered and served 8 guests. The City value was \$848 and the Club value \$2,306. A total of 182 guests were welcomed.
 2. Three new revenue events were booked for 2015. Inquiries were at 10 phone, 8 email, and no walk-in's. 2015 has 42 events booked. 2016 has 11 events booked. 2017 has 2 events booked.
 - B. *Maintenance & Facility Updates*
 1. Carolynn drained the fountain in preparation for winter. It will be covered once it snows.
 2. The library room drapes were taken to the cleaners for cleaning.
 - C. *Events for November*

9 clubs will meet (2 of which meet on more than one occasion), The Colorado Group Annual Meeting, Colorado Mountain Club Annual Meeting, Margy Ash Baby Shower, and our Board Meeting, equaling 15 events for November. Three of the events are revenue generating.
 - D. *Event Updates & Administration*
 1. New Events:
 - a. Community & Neighborhood Resources Quarterly Meeting (12/22/15)
 - d. Senior Center Staff Retreat (10/22/15)
 - e. Angel Pryor – Graduation & Going Away Party (10/24/15)
 - f. The Colorado Group – Annual Meeting (11/2/15)
 - g. Margy Ash – Baby Shower (11/15/15)

- h. Callahan House Advisory Board Holiday Lunch (12/1/15)
- i. Celeste Avalon & Larry Anderson – Wedding Rehearsal (1/15/16)
- j. Celeste Avalon & Larry Anderson – Wedding & Reception (1/16/16)
- k. Boulder Preparatory High School Fundraiser (4/30/16)
- l. Katheryn Streifel & Jordan Ash – Wedding Rehearsal (8/12/16)
- m. Katheryn Streifel & Jordan Ash – Wedding & Reception (8/13/16)
- n. Heidi Oppenheimer & Travis Kinning – Wedding Rehearsal (9/30/16)
- o. Heidi Oppenheimer & Travis Kinning – Wedding & Reception (10/1/16)

Ten of the New Events are revenue generating.

- 2. There are no event cancellations.
- 3. Applications for new/renewing board members are due October 30th at 5:00 p.m.
- 4. Club renewals have begun. The clubs are agreeable to the increase in dues.
- 5. Kathy has requested holiday menus from A Spice of Life for the clubs.
- 6. Santa will attend the beginning of our holiday decorating on November 17th to review his procedures for our Open House.
- 7. The RFQs (Request for Quotation) will go out next week regarding catering.

V. **Old Business**

A. *Garden Update:*

- 1. The plants will not be planted this fall due to poor selection in available plants. Instead, the planting will occur in the spring.
- 2. Kathy did a walkthrough with the Forestry Department. There are several trees that need minor cleanup/attention. Forestry will periodically take out dead branches, raise clearances and thin the trees during the winter months. They will also remove the stump behind the house so a new bush can be planted. There are no options for additional trees in the boulevard due to the requirement of a minimum of 40 feet between the trees with setbacks for the intersection. The trees currently in place are already closer than 40 feet.
- 3. Panorama reduced irrigation early in the month and the sprinklers were winterized October 23rd.

4. Pansies were planted around the fountain and more will be planted around the statues after the freeze.
5. Shanti fertilized the roses and perennial beds.
- B. *Windows:* Wattle and Daub started the window repair. The windows in the library, kitchen, meeting room and kitchenette were removed. Most of the window frames will be repaired and returned in a few weeks. The lead glass window from the library will be rebuilt and reinstalled in a couple of months.
- C. *December Open House:* Advertising will be done on the Callahan House page under “Special Events,” on the City Calendar and on the City’s Facebook page. Karen Kruse will call Jesters to get a cost estimate to have carolers at the Open House. The board members need to be at the house from 3-7:30 p.m.
- D. *Board Recruitment:* Donna will not be reapplying. Kristen will be reapplying. Candis Schey will be applying again.

VI. **New Business:** None.

VII. **Other Business**

- A. Board members who wish to participate will bring a wrapped ornament, valued at \$15 or less, to the holiday lunch for an ornament exchange.
- B. Rhonda is having surgery on November 20th. Kathy will send her a get well card and any board members are welcome to do the same.
- C. *Marketing:*
 1. *City Website:* Not much work on the website was done in October. It is anticipated that some will be done in November.
 2. Kathy received pictures from the July 10th wedding, as well as permission to use them. She used one in the new Wedding Sites and Services advertisement for January, which was submitted mid-October.
 3. *Wedding Sites and Services:* There were 504 emails sent for the September leads with 15 bouncebacks, 5 opt-outs and 1 inquiry. There were 408 emails sent for the October leads.

VIII. **Adjourn:** The meeting adjourned at 11:02 a.m.

Respectfully submitted,

Julie Kammer, Chairperson

Karen Kruse, Secretary